



Superior Court of the State of California
County of Kings
 449 "C" Street, Lemoore, CA 93245

Fees for filing a claim for:	\$1,500.00 or less	\$ 30.00
	more than \$1,500.00 but less than or equal to \$5,000	\$ 50.00
	more than \$5,000.00 but less than or equal to \$7,500 (utilized for natural persons only)	\$ 75.00
	<u>more than 12</u> small claims <i>in California</i> within the previous 12 months	\$ 100.00

No more than two small claims cases, for more than \$2,500.00, may be filed in California within the previous 12 months.	
Certified Mail / per defendant -(optional service) restrictions apply:	\$ 10.00
A copy of the " <i>Plaintiff's Claim and ORDER to go to Small Claims Court</i> " shall be provided to the clerk with the fee. The court cannot send to a P.O. Box address. A physical address must be provided on the claim. Please note this service is not valid unless the individual listed signs the certified mail receipt. It is your responsibility, as the plaintiff, to follow up on the status of service. If the service is invalid, other arrangements of service shall be made.	

FORM NUMBER:	NAME OF FORM:	FORM LAST REVISED:	NUMBER OF PAGES:
Information ONLY forms (do not make copies of or file these forms)			
SC150	Information for the Plaintiff	01-01-06	2
SC104B	What is "Proof of Service"?	01-01-06	2
SC104C	How to Serve a Business?	01-01-06	1
Forms initially completed to open a case:			
SC100	Plaintiff's Claim and ORDER to go to Small Claims Court -note each plaintiff must sign this form	01-01-06	5
SC100A	Other Plaintiffs or Defendants -used when there are more than two plaintiffs and or defendants -note each plaintiff must sign this form	01-01-06	1
Form completed when: a) plaintiff is a company b) another person is appearing for a party			
SC103	Fictitious Business Name	01-01-06	1
SC109	Authorization to Appear on Behalf of Party	07-01-03	2
Forms completed after service is performed:			
SC104	Proof of Service (see form, SC104B)	01-01-06	2
SC104A	Proof of Mailing (Substituted Service) -Attachment to Form SC-104 -used when mailing is performed on a <i>different day</i>	01-01-06	1
There are other small claims forms, which may be necessary in your particular case. These forms are available upon specific request.			

FOR LEGAL ASSISTANCE or ANSWERS TO LEGAL QUESTIONS	
Small Claims Advisor:	Telephone number: (559) 582-3211 ext. 4430 ▲ available by appointment only ▲ Kings County Government Center, Law Library (building #4) 1400 W. Lacey Blvd., Hanford, CA.
Self Help Center :	www.courtinfo.ca.gov Website to obtain legal information and download, fill in and print Judicial Council forms.
Official California Legislative Information:	http://www.leginfo.ca.gov Website to obtain definitions of civil codes.

WHEN COMPLETING FORMS PLEASE BE AWARE OF THE FOLLOWING:

- * Court staff are not permitted to nor will they give legal advice or assistance with completing or assembling any forms. Forms which are not completed properly or assembled correctly will not be accepted for filing.
- * Forms may be typed **or** printed legibly (in blue or black ink).
- * After completing the Claim, then make copies. Note all 5 pages of the Plaintiff's Claim and any attachments specified in the claim (such as SC100A or SC103) are to be copied and assembled.

How many copies do I make?

- two copies for each defendant named in this case
- and an extra copy for yourself.

How to make copies:

- each two sided copy must be tumbled (180°)
- each **set** of forms must be *stapled*.

What paperwork do I submit to the court? How do I obtain my hearing date?

- * The **original** set of the "Plaintiff's Claim":
 - shall be signed by all plaintiff's
 - must be two-hole punched
- * All sets of **copies** of the "Plaintiff's Claim":
 - must be assembled correctly prior to filing with the Clerk's Office
- * The **original** "Authorization to Appear on Behalf of Party", if this applies to your case

Your copies will be stamped with a case number and a court date, time and department will be assigned. All copies presented will be returned to you for service. It is important that you keep track of all copies of the Claim, as this is noted in the file.

How does the defendant find out about the claim?

- See form, Information for the Plaintiff (SC150) for options of service.
- See form, What is "Proof of Service"? (SC104B) for information on:
 - Who to serve?
 - What to serve?
 - Who can perform the service?, etc....

What if I can not serve any defendant(s) prior to my trial date?

The hearing date can be rescheduled at your request *prior to service*. You must return **all** the copies of the "**Plaintiff's Claim and ORDER to go to Small Claims Court**" (form SC100) to the Court (*at least 10 days prior to the hearing*). At this time the clerk will continue your hearing date. Note this can only be moved by the clerk twice prior to the hearing to allow more time for service. After that your appearance will be required at the small claims hearing to request a continuance from the judge.

FORM SC150, "Information for the plaintiff", ANSWERS PERTINENT QUESTIONS INCLUDING:

What is small claims court?
How does the defendant find out about the claim?
What happens at the trial?
What happens after judgment?
How to get help with your case?